



## CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

*California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.*

### ASSOCIATE PERSONNEL ANALYST (EXAMS)

**FINAL FILING DATE:** Until filled

**POSITION NUMBER:** 407-002-5142-XXX

**TENURE/TIMEBASE:** Permanent / Full-time

**LOCATION:** Sacramento

**SALARY RANGE:** \$4,400 - \$5,348

The Department of Financial Institutions (DFI) is accepting applications to fill an Associate Personnel Analyst (APA) position in the Exams Section of the department's Human Resources Office in Sacramento.

DFI is considered one of the premier State departments offering programs and opportunities which focus on and support employees. The Sacramento office at 1810 – 13<sup>th</sup> Street is located near Light Rail. Low-cost parking may be available.

### **POSITION DESCRIPTION:**

Under the general direction of the Human Resources Manager, the Associate Personnel Analyst (APA) performs the duties of an Exams Analyst.

The Exams Analyst is responsible for inputting data into the SPB exam on-line system; securing written and/or QAP testing sites; finalizing test booklets; ensuring exam materials are ready for distribution; issuing candidate notices; and establishing eligibility lists.

The Exams Analyst is also responsible for planning, organizing and coordinating recruitment plans; preparing and implementing the Department's decentralized examination program; and conducting departmental civil service examinations. The Exams Analyst performs job analysis; prepares written examinations, including exercise materials and interview questions; writes test items; prepares supplemental questionnaires; performs test research; prepares examination publicity and job announcements; develops techniques for the appraisal of education and experience; and evaluates applications to determine if minimum qualifications and eligibility have been met.

The Exams Analyst advises supervisors, consultants and experts in developing test questions for examinations; conducts examinations or interviews; serves on panels or chairs oral interviews, and may act as chairperson of Qualification Appraisal Panels (QAP's). The analyst advises panel members and trained chairpersons on examination policies and procedures, and creates and maintains examination files and related documents. The analyst coordinates with the State Personnel Board (SPB) on their LEAP Program.

Extensive experience and knowledge of the SPB On-Line Examination/Certification System and possession of the Selection Analyst Certification from SPB is highly desirable. A customer service attitude and excellent attendance is a must.

Alternate Work Schedules may be available.

## **FILING INSTRUCTIONS:**

### Who May Apply:

Applications will be accepted from individuals who are currently in the above class or who have list, transfer or reinstatement eligibility to the class. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Appointment is subject to reemployment and SROA policies.

### Send Applications To:

**Department of Financial Institutions  
Human Resources Office  
1810 13<sup>TH</sup> Street  
Sacramento, California 95811**

Questions regarding this position should be directed to Veronica Rodriguez at (916) 445-2063 or [vrodriquez@dfi.ca.gov](mailto:vrodriquez@dfi.ca.gov)